

COUNTY COMMISSION OF PUBLIC RECORDS OF MARION COUNTY, INDIANA

MEETING MINUTES FROM JULY 28, 2005 MEETING

Members Present: Marty Womacks (Auditor)
Jennifer Pruitt (Clerk proxy)
Wanda Martin (Recorder)
Joni Romeril (Assessor)
Julie Baker (Circuit Judge proxy)
Mark Mertz (Attorney)

Others Present: Nadeen Biddinger (ISA)
Bob Geis (ISA)
Diane Cope (Washington Twp. Fire Dept)
Shari Dollar (Washington Twp. Fire Dept)
Linda Wheeler (Capital Improvement Board)

Call to Order: The meeting was called to order by Chairman Womacks.

Approval of Minutes: Joni Romeril made a motion to approve the minutes from the April 14, 2005. Wanda Martin seconded the motion. Motion passed unanimously.

Capital Improvement Board: No representatives were present at the time of discussion. Joni Romeril made a motion to approve their request. Wanda Martin seconded the motion. Motion passed unanimously.

Information Services Agency: Nadeen Biddinger and Bob Geis were present to discuss their request. Nadeen Biddinger stated that their request pertained to Y2K letters and there were actually 53 boxes to be destroyed instead of 52. Joni Romeril made a motion to approve their request. Wanda Martin seconded the motion. Motion passed unanimously.

Marion County Clerk: Jackie Miller was present to discuss the request. The commission asked whether the Clerk's office was requesting to destroy the documents and/or microfilm them. Jenn Pruitt noted the items on the request were not listed in the retention schedule for the Clerk's office. Jackie Miller stated the Clerk's office would like to destroy the documents. Wanda Martin made a motion to approve the request. Joni Romeril seconded the motion. Motion passed unanimously.

Pike Township Assessor: No one was present to represent the agency. Joni Romeril and Marty Womacks stated they were not sure exactly what the agency was requesting. Jenn Pruitt noted she had spoken with Barbara Hurst, Pike Township Assessor, who stated their office would like to destroy these records since they were spending a lot of money in storage costs.

Washington Civil Township: Diane Cope and Shari Dollar were present to discuss their request. Mark Mertz stated payroll records must be kept for at least ten years unless they were duplicated somewhere else. Joni Romeril stated that financial records also must be kept for ten years. Since the request contained several types of records, the commission suggested the agency submit a new list of records to be destroyed deleting the payroll and financial records ten years old and newer. The new list will then be discussed at the next meeting.

Adjournment: No further business was presented to the commission. Meeting was adjourned.

Marty Womacks, Chairman

Doris Anne Sadler, Secretary